

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**Committee Room 2, 2<sup>nd</sup> Floor, Oneida County Courthouse**  
**October 21, 2015**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Carol Pederson, Sonny Paszak, Billy Fried, Dave Hintz

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Tammy Walters (Veteran's Service); Linda Conlon (Public Health); Grady Hartman (Sheriff's Office); Bill Freudenberg (County Board); Jamie Taylor (Lakeland Times); Jenni Lueneburg (secretary)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 on the 2nd floor of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Hintz to approve the agenda for today's meeting. Second by Paszak. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Paszak to approve the minutes of the September 30<sup>th</sup> meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau briefly explained bills and vouchers presented. Motion by Hintz to approve the bills and vouchers. Second by Cushing. All members present voting 'Aye'. Motion carried.

**TRANSIT COMMISSION MANAGER BENEFITS**

Freudenberg states that he represents the Transit Commission and he's been asked to come forward to discuss health insurance for a newly hired employee under the county's plan. The Transit Commission would pay the employee's single health insurance coverage and the employee would pay the difference of any additional employee plus one or family coverage. Charbarneau inquired if the Transit Commission would also cover the HRA (Health Reimbursement Account) portion of the insurance; Freudenberg states he believes yes. Charbarneau reviewed health insurance provisions and states the county would not be able to offer other benefits like life insurance to the Transit Commission employee. Freudenberg summarized the Transit Commission's membership and purpose. Paszak inquired if some of the commission's funding comes from grants; Freudenberg confirmed that it did. Charbarneau states if this committee approves this request, Brian Desmond/Corporation Counsel would draw up the paperwork. Fried directed questions to Freudenberg on why Oneida County is being approached for this request. Freudenberg clarified that the Transit Commission is requesting that Oneida County administer the health insurance plan but is not requesting any funding from Oneida County to do so. Charbarneau explained that a similar situation exists for several ADRC employees. Motion by Paszak to approve the Transit Commission manager (health insurance) benefit as long as it's being subsidized by the Transit Commission. Second by Fried. All members present voting 'Aye'. Motion carried.

### **VETERANS SERVICE OFFICER SUPPORT STAFF**

Walters summarized the recruitment efforts so far in order to fill the vacant position in her office. Walters states she has learned a lot through this process and wants this position to be an Assistant CVSO (County Veteran Service Officer) due to the veteran requirement of the position. Walters feels that veterans visiting the office appreciate working with another veteran in the position. The current LTE (Limited Term Employee) in the position has combat experience which is something she doesn't have and means a lot to the veterans that come in with that history. Walters feels another plus to having a veteran in the position is they understand the veteran terminology used whereas a non-veteran doesn't have this knowledge. Walters feels it is nothing personal to previous employees in this position but having a veteran in the position has been valuable. Discussion held on adding the veteran requirement to the job description; Charbarneau clarified that the current job description states that veteran status is preferred. Discussion held on information gathered from other county Veteran Services Offices. Charbarneau discussed how the current wage for this position was looked at during the last wage study two years ago and explained that the wage is based largely on education and experience. Walters requests this position be exempt. Hintz feels the committee needs to first decide if this position will remain as a hired position or be changed to an appointed position. Further discussion led by Charbarneau on the implications of changing the position to an appointed employee, such as the department head losing the ability to discipline the employee. Walters then states she still wants the job description changed, adding the required veteran status language but would prefer the position to stay as a hired position. Further discussion held. Charbarneau discussed previous comments from Fried on down grading the position if experience and education requirements are reduced. Walters states that the Assistant CVSO will be doing claims for veterans which is a duty that the previous Deputy CVSO position wasn't able to do. Discussion held clarifying that changing the position from Deputy to Assistant requires that a veteran be in the position. Cushing feels the position should remain a hired position and the committee should let Walters and Charbarneau work out details of the job description and wages. Freudenberg inquired why more counties are not moving to this design; Walters states the vacant position caused her to question the design whereas if the position had remained filled, there would have been no purpose to review the position design. Fried and Paszak inquired about information and funding for the position. Walters confirmed that her office is funded primarily by the county but there have been occasional grants. Walters led discussion on grant funding. Motion by Cushing that the Veteran Service support staff position remains a hired position and that Walters and Charbarneau sit down and create the job description changes necessary to be a veteran, bringing back the changes to this committee. Second by Pederson. Further discussion held. All members present voting 'Aye'. Motion carried.

### **PUBLIC HEALTH VACANCY REVIEW APPEALS**

• **ASSISTANT PUBLIC HEALTH DIRECTOR** – Conlon states this is the most concerning of her positions vacant. Conlon was aware that the current employee in this position, Carl Meyer, was over qualified and was aware that Meyer would only be here a few years. Meyer gave a long notice date of December 18, 2015. Conlon notes that previous recruiting efforts for this position were extensive and is requesting some overlap time for Meyer to provide training to the new employee, especially given the large number of vacancies in Public Health and the busy flu shot season currently underway. Conlon discussed her desired timeline for recruitment, noting the possibility of internal qualified candidates interested in the position. Conlon would still like to do an external recruitment to see if there are any possible external candidates. Charbarneau discussed her concerns and the importance of this position. Motion by Hintz to approve the vacancy review and include overlapping for training. Second by Pederson. All members present voting 'Aye'. Motion carried.

- **ADMINISTRATIVE SUPPORT** – Conlon states this is the only true secretarial position in Public Health. The position was vacated on October 20, 2015 so there will be no overlap available for training. Conlon provided a description of the position and its importance, noting that the position is funded by tax levy. Charbarneau feels they may be able to fill this position internally. Motion by Pederson to approve this request and continue attempting to fill the administrative support position. Second by Paszak. All members present voting ‘Aye’. Motion carried.

- **ACCOUNT TECHNICIAN** – Conlon states this position is currently filled by a long term employee who will be retiring at the end of the year. This employee holds all the knowledge of the position so overlap time for training will be necessary. Conlon feels there will be internal candidates interested in this position and wants to hire someone by December 1<sup>st</sup>. Charbarneau agrees on the need for overlap time for training. Motion by Hintz to approve the Account Technician replacement with overlap as needed. Second by Fried. All members present voting ‘Aye’. Motion carried.

### **RESOLUTION: COMMUNITY POLICING GRANT**

Charbarneau discussed Telecommunicator position filled internally this week.

Hartman states the Community Policing Grant is down to \$31,000 annually and appears to be staying at that amount in the future. Hartman notes that this grant goes before the Public Safety Committee tomorrow. Hartman suggests this position be approved for one more year and states the funding was included in the 2016 budget. Hartman says this position patrols the west side of the county and serves as a community liaison officer between the towns, prison and tribal lands located in this area. Motion by Paszak to approve the Community Policing Grant with the condition that the grant is approved by the Public Safety Committee. Second by Hintz. All members present voting ‘Aye’. Motion carried. Brief discussion on concerns of this request not going to the Public Safety Committee first.

### **2016 HEALTH INSURANCE**

Charbarneau notes that Kim Hurtz/Aegis Corporation was able to get the increase down to 9% for the Ministry Healthcare plan and down to 5% in the Aspirus plan. Charbarneau explained the new health insurance plan and reduction in MERP (Medical Expense Reimbursement Plan) funds, noting both the pros and cons of the updated plan. Fried notes changes were previously approved by the Administration Committee. Charbarneau continued to discuss changes to the current plan. Fried inquired why MERP funds were cut off the back end rather than the front end of the deductible; Charbarneau states cutting funds off the back end would serve as a user fee for employees that use the insurance more often. Charbarneau led a discussion on the upcoming Cadillac tax in 2018, noting that the county’s health insurance plan is extremely close to the limits of the Cadillac tax. Charbarneau feels they will need to reduce tax exempt benefits of the health plan such as FSA (Flexible Spending Accounts) paid by employees in order to stay below the Cadillac tax limits. Fried voiced concerns about the plan design and the final costs decided for the 2016 budget. Charbarneau notes that this was discussed by the Administration Committee and due to the projected continuance of high cost claims in the future, the county needs to have benefits available to appropriate from in the event of budget shortcomings in future years in order to keep premiums affordable to employees and the county. Fried feels the committee didn’t have a final say on the plan design. Fried stresses that he wants to provide good insurance for employees but also wants to do what is fiscally best for the county. Further discussion held. Charbarneau states she will be discussing the plan design changes and Cadillac tax at the upcoming Employee In-service on

October 29<sup>th</sup>. Charbarneau also suggested forming an employee led insurance committee in the future to discuss plan design and suggests Fried participating in this committee. Charbarneau states she will continue to work on the retiree health plan to settle on payouts to retirees in lieu of continuing on the county insurance plan.

#### **PERFORMANCE EVALUATION INSTRUCTIONS FOR DEPARTMENT HEADS**

Charbarneau says this topic was discussed several meetings ago. One major suggestion previously made was taking evaluations to the COJ (Committee of Jurisdiction) prior to the actual evaluation being done with the County Board Chairman, COJ Chairman and the Human Resources Director. Charbarneau discussed changes to the current policy and says she would like to do training with the County Board once the policy is complete and approved. Cushing notes that employees were allowed input on the evaluation process. Charbarneau suggests bringing the policy to a Department Head meeting for review and suggestions, once this committee is comfortable with the changes. Hintz states he wants safety issues added to the evaluation process. Charbarneau says she will discuss this topic in a future meeting after collecting Department Head feed-back.

#### **WELLNESS/HEALTH UPDATES**

Employee In-Service will be October 29, 2015. All employees, retirees, County Board members and spouses are invited.

#### **OUT-OF-COUNTY TRAVEL**

Charbarneau states Hintz, Cushing, Desmond and her will be attending CAP meetings in Madison on November 3<sup>rd</sup> and 4<sup>th</sup>. Motion by Paszak to approve the out-of-county travel. Second by Pederson. Brief discussion on Planning and Zoning issues led by Fried; to be discussed at future meeting. All members present voting 'Aye'. Motion carried. Charbarneau also discussed upcoming Fraud Risk Prevention Conference in Stevens Point. Brief discussion held; no committee members plan to attend at this time.

#### **FUTURE MEETING DATES**

November 11, 2015 at 9:00 a.m.

November 24, 2015 at 9:00 a.m.

December 9, 2015 at 9:00 a.m.

#### **FUTURE AGENDA TOPICS**

Vacancy process

Performance evaluations

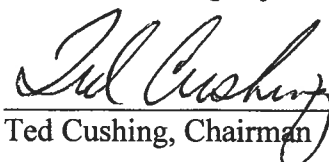
Veteran Service Office position

#### **PUBLIC COMMENTS**

None

#### **ADJOURNMENT**

Motion by Cushing to adjourn. Second by Fried. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:17 p.m.

  
Ted Cushing, Chairman

  
Date

  
Jenni Lueneburg, Committee Secretary